To Create Shortcut Folders on a PC

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| 1. Click  then click on your name in the top right. |  |
| 1. Find the My Document folder. |  |
| 1. Right-click on the My Documents folder. Select Create Shortcut. |  |
| 1. The new “Shortcut” folder will appear below the original folder. Just click and drag the “Shortcut” folder to your Desktop. |  |
| 1. Notice all “Shortcut” folders have an arrow in the bottom left-hand corner so that you are aware they are not the real folder.   \*\* When you are backing up your computer, make sure to back-up your original folders and not your “Shortcut” folders. |  |